



Chandler • Arizona
Where Values Make The Difference

Preliminary Technical Site Plan Review Application, Instructions & Process

Application

Date: _____

Project Name:			
Location:			
Owner Contact Name:		Phone No.:	
Owner Address:			
Applicant Name:		Phone No.:	
Applicant Address:			

The purpose of the Preliminary Technical Site Plan Review is to provide a source of technical information for developers intending to construct a project within the City of Chandler. A preliminary technical site plan is a map, drawn to scale (preferably 24" X 36"), which shows the location and dimensions of proposed buildings, drives, parking areas, open spaces, right-of-way, etc., associated with a project. This initial review, while not all-inclusive, is intended to assist the project owner by identifying significant issues that if left unresolved will add time and/or cost to the development process.

The following types of projects are eligible for this review:

- Commercial.
- Industrial.
- Multi-family (e.g., apartments, condominiums).
- Churches.

Your project is important to us. In order to provide essential feedback, we need the best and most complete preliminary technical site plan documents you can provide. By taking the time early in the development process to provide this information, review staff can provide insightful recommendations which, when incorporated into the final plan submittal, can save all of us time and expense.

For City Use				
City Log No.:		Review Comments Due:		
Routing (Circle Destination)				
Civil	Zoning	DPA	Traffic	Fire
Notes:				

Mailing Address:
P.O. Box 4008, MS 401
Chandler, Arizona 85244-4008

Planning and Development Department
Administration Division
215 E. Buffalo St., Chandler Arizona

Telephone: (480) 782-3000
Fax: (480) 782-3010
<http://www.chandleraz.gov/>

Form No. UDM-36
Rev.10-01-07

Instructions

Please include the following items on the preliminary technical site plan (if they apply).

1. Narrative overview of project.
2. Project name and location.
3. Name, address, and telephone number of developer and/or owner.
4. Name, address, and telephone number of all design team firms, as well as registration numbers.
5. Date of preparation, revision date, if any.
6. Assessor's parcel number.
7. Legal description, if any.
8. ALTA survey, if available.
9. Scaled site plan depicting property line, setback distances, and north arrow.
10. Anticipated project phase lines.
11. Proposed building elevations.
12. Square footage of the commercial and/or industrial building area under roof. Number of units in a multi-family project.
13. Adjacent roadway layout, including existing and proposed left and right turn bays.
14. Driveway locations(s) and width(s).
15. Location of drives across the street and adjacent to the site.
16. Medians and median breaks, if any.
17. On-site traffic layout including parking and drive-through.
18. Existing streetlights.
19. Length and description of any adjacent arterial roadways to be constructed with project.
20. Location of existing underground utilities (sewer, water, fire hydrants).
21. Dimensions from intersection to driveway locations.
22. Irrigation structures, appurtenances, and ownership rights.
23. Overhead utility lines and size (e.g. 69KV, etc.)

Process

If your project is currently zoned for the intended use:

Submit the application and plans at the Development Services front counter.

If your project requires a zoning change:

Work with the case planner, who will assist you with the zoning submittal and approval process. The preliminary technical site plan review is performed during the zoning process and at the direction of the case planner.

The following applies whether your project is currently zoned for the intended use or is in need of a zoning action:

- Submit five sets of the preliminary technical site plans.
- Staff review is a minimum of ten working days.
- Staff review is performed by:
 - Civil engineering.
 - Site development (landscape/zoning).
 - Transportation.
 - Fire.
- Written comments will be provided upon review completion.

If you have any questions about these preliminary technical site plan requirements or this process please contact the planner assigned to your case or the Development Project Administrator. Either one may be reached at (480) 782-3000.